The National Archives and Records Administration
Building the Electronic Records Archives (ERA)
ERA Information Session #4
NARA and the ERA Increment 1 Agencies

Date: Wednesday, May 16, 2007
Place: 2200 Conference Room
Time: 11:00 am – Noon

Teleconference Information:
Dial-in: 1-866-213-9246; Confirmation #: 8412549
Co-Chairs: Rita Cacas and Laurence Brewer

Meeting Facilitators: Erin Brown, ERA Lockheed User Adoption
and Janice Roberts, ERA Program Management Office

<u>Purpose of monthly meetings:</u> To share information and provide updates about the ERA system development with the ERA Increment 1 stakeholders.

I. Action Item(s) status, review, comment, and approve minutes from Meeting #3

II. Introductions and Re-Introductions
1. Erum Welling, ERA Customer Support and Logistics Division Director
2. David Lake, NARA Business Process Integrated Product Team (BP-IPT)

III. Meeting Handouts:
Two new ERA Information Sheets
   - What are the Benefits of ERA?
   - Who will Use ERA

3. The ERA Packaging Tool
   - PowerPoint Presentation with screenshots
   - Packaging Tool Overview and Information sheet

IV. Question + Answers

V. Next Meeting: Wednesday, June 20

For more information about the ERA Program, visit our web site:
www.archives.gov/era or send an e-mail to: era.program@nara.gov
Phone: 301-837-0740 / Fax: 301-837-0953